

Republic of the Philippines
Department of Education
Region VII, Central Visayas
DIVISION OF CEBU PROVINCE
IPHO Bldg., Sudlon, Lahug, Cebu City



March 24, 2017

DIVISION MEMORANDUM

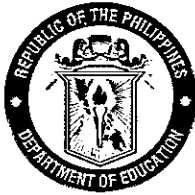
No. 208, s. 2017

**SCHEDULE AND GUIDELINES FOR THE SCREENING AND INTERVIEW OF APPLICANTS FOR
BATCH 4 VACANT POSITIONS OF DEPED RO VII**

To: Assistant Schools Division Superintendents
Chiefs/EPS's/Division Coordinators/SEPS's/EPS's II
PSDS's/District OIC's
Section Heads in the Division
All Others Concerned

1. Please find attached Regional Memorandum No. 0178, s 2017 dated March 16, 2017 with the title as above which is self-explanatory.
2. For information, dissemination and guidance of all concerned.


RHEA MARA. ANGTUD, Ed. D., CESO VI
Schools Division Superintendent



REPUBLIC OF THE PHILIPPINES
DEPARTMENT OF EDUCATION
REGION VII, CENTRAL VISAYAS
Sudlon, Lahug, Cebu City



MAR 16 2017

REGIONAL MEMORANDUM

No. 5178 s. 2017

SCHEDULE AND GUIDELINES FOR THE SCREENING AND INTERVIEW OF APPLICANTS FOR BATCH 4 VACANT POSITIONS OF DEPED RO VII

To: Schools Division Superintendents
Officers-in-Charge of Schools Divisions
All Others Concerned

1. This Office, through its Personnel Selection Board (PSB), announces the schedule and guidelines for the screening and interview of applicants for the following vacant positions of DepEd Regional Office VII

POSITION	SALARY GRADE	FUNCTIONAL DIVISION	NO. OF VACANCIES
Administrative Aide IV	SG-04	Administrative Division	2
Administrative Officer I	SG-10	Administrative Division	1
Accountant I	SG-12	Finance Division	3
EPS-Kindergarten	SG-22	Curriculum and Learning Management Division	1

2. Interested qualified applicants (*only those who meet all the educational, experience, training, and civil service eligibility requirements indicated in Enclosure 1*) are directed to follow the procedure below:

2.1 Submit a **scanned application letter, accomplished CSC Form 212 or resume, and RO7 applicant template (see Enclosure 2)** for the specific vacant position/s as an attachment to an email to be sent via **ro7qad@gmail.com** on or before March 31, 2017.

The subject of your message should be your last name and the position you are applying for (i.e. **CRUZ EPS-Kindergarten**).

2.2 Report to Quality Assurance Division of DepEd Regional Office VII (2nd Floor) for the Preliminary Evaluation by the PSB Secretariat, and Screening and Interview by the PSB on the same day of the scheduled date indicated in **Enclosure 1** of this Memorandum. Bring with you **two (2) folders (use of clear book is not allowed)** of your pertinent documents (*1 folder of the original documents and 1 folder of the photocopies of the original documents*) **arranged and labeled in the following order:**

- 2.2.1 Accomplished CSC Form 212 (revised)
- 2.2.2 Performance rating for the last 3 rating periods (should be at least Very Satisfactory and with numerical equivalents)
- 2.2.3 Service Record (Experience related to the duties and functions of the position to be filled) and supporting Designation Order/s
- 2.2.4 Outstanding or Meritorious Accomplishments
- 2.2.5 Educational Record (Transcript of Records, including supporting Certifications)
- 2.2.6 Certificates of Training/Seminars (at least 3-day duration) attended, including Scholarship Programs, Short Courses, Study Grants, and Chairmanship/Co-chairmanship in a Technical/Planning committee

Applicants must bring all their documents for the screening. Applicants who fail to bring requirements such as accomplished CSC Form 212 and machine copies of original documents cannot proceed to the next step of the selection process. Requests for chances to produce documents that are left at home or in their offices will not be accommodated.

3. Important guidelines to adhere to during the preliminary evaluation, screening, and interview are the following:

- 3.1 The PSB Secretariat conducts Preliminary Evaluation to check whether the applicants have met the basic requirements for the vacant position applied for at exactly 8:00 A.M. on the scheduled date. Applicants who fail to arrive at 8:30 A.M. will no longer be entertained.
- 3.2 The QAD Education Program Supervisors validate the authenticity of the photocopied documents by comparing them to the original documents of those applicants who have passed the Preliminary Evaluation.
- 3.3 The PSB in cooperation with its Secretariat assists the applicants in evaluating and scoring their validated documents. Scores are reflected in the LCD-projected **consolidated scoring template** when the PSB has affirmed the accuracy of the scores. Partial ranking results is declared after the evaluation and screening of documents.

Note that the basis for evaluating and scoring applicants' valid documents is the regional contextualization of the scoring standards stipulated in DepED Order No. 66, s. of 2007 (Please see **Enclosure 2 of R.M. No. 0777, s. 2016**).

- 3.4 The PSB conducts Behavioral Event Interview of the applicants. Final ranking results is declared after encoding the scores.

4. The people designated to conduct the selection process are the following:

PERSONNEL SELECTION BOARD (PSB)

- Chair Dr. Milagros C. Gabia (QAD Chief)
Vice-Chair Dr. Emiliano B. Elnar Jr. (CLMD Chief)
Members 1. Mr. Victor V. Yntig (Administrative Division Chief)
2. Mr. Aniano T. Bautista, Jr. (Finance Division Chief)
3. Mr. Tomas T. Pastor (Representative, Level 2 Employees)
4. Mr. Glenn Orat (Representative, Level 1 Employees)
5. Dr. Brazil Sanchez (HRMO)

PSB Secretariat

Ms. Merden C. Largo-Bryant (QAD EPS)

Ms. Ameelyn T. Coca (PDO II-ORDir)

Credential Validators

Mr. Roger Bajo (QAD EPS)


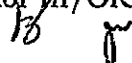
Dr. Eduardo F. Omaña (QAD EPS)

Dr. Eduardo C. Bacaltos (QAD EPS)

5. Since the screening, including the Behavioral Event Interview, would likely be a one-day event, applicants are advised to bring their own provision for snacks and lunch. Meals and snacks for the PSB, PSB Secretariat, and credential validators on April 1-2, 2017 shall be charged against Regional MOOE, subject to the usual accounting rules and regulations.

6. For further details, please contact DepED Region VII PSB Secretariat through telephone number (032) 231-1071.

7. For immediate and wide dissemination.


JULIET A. JERUTA, Ph.D., CESO V
Director VII/OIC-Regional Director


ENCLOSURE 1

**SCHEDULE OF SCREENING AND BASIC REQUIREMENTS
FOR QUALIFIED APPLICANTS**

SCREENING DATE	POSITION	BASIC REQUIREMENTS TO BE PART OF SCREENING			
April 3, 2017	Education Program Supervisor in Kindergarten	Master's Degree in Education or other relevant Master's Degree with specific area of specialization, preferably with SPED background and adequate ICT skills	2 years as principal or 2 years as Head Teacher or 2 years as Master Teacher	8 hours of relevant training, preferably in Developmentally Appropriate Practices-Early Language Literacy and Numeracy	RA 1080 (Teacher)
April 3, 2017	Accountant I	Bachelor's Degree in Commerce/ Business Administration major in Accounting	1 year relevant experience	4 hours relevant training	RA 1080 (Certified Public Accountant)
April 4, 2016	Administrative Officer I	Bachelor's Degree	1 year relevant experience	4 hours relevant training	Career Service (Professional) Second Level Eligibility
April 4, 2016	Administrative Aide IV	Must be able to read and write/elementary School Graduate; High School Graduate r completion of relevant vocational/trade course; completion of 2-year studies in College or High School Graduate with relevant vocational/trade course	1 year relevant experience	4 hours of training	Relevant MC 11, s. 1996 Career Service (Sub-professional) First Level Eligibility

ENCLOSURE 2

RO7 APPLICANT TEMPLATE

Name: _____ Age: _____ Sex: _____

EDUCATIONAL QUALIFICATIONS						
DEGREE	Name of Degree	Graduated		CAR?		If NO, no. of units
		YES	NO	YES	NO	
Bachelor						
Masteral						
Doctoral						

WORK EXPERIENCE					
	Position/ Designation	Name of Office/ Institution/ Company/ Enterprise	Length of Service		
			Years	Months	Days
1					
2					
3					
4					

RELEVANT TRAINING								
TITLE OF TRAINING	Sponsored by	Level						
		Internatio nal	National	Region	Division	District	School	Others (Specify)
1								
2								
3								
4								
5								